



## Reporting

Unlike in the current system, SAP will allow designated HR and Payroll users to run reports on demand without impacting transaction processing. Additionally, reports are easy to download to Excel and combine with non-SAP data and navigation functionality will provide multiple views of single datasets.

Listed below are some of the key reporting-related benefits that have been identified as a result of the BEACON HR/Payroll System implementation.

- **Flexible**

Users can manipulate the way reports are displayed by:

- o Dragging and dropping data on and off the report view
- o Drilling down from highly aggregated views of data to detailed views of data
- o Filtering data to narrow the focus of a given report
- o Sorting data in ascending or descending order
- o Exporting them to Excel for further customization

- **Web Accessible**

Many of the reports will be available via a secure Internet connection.

- **Real Time**

Most reports can be run real time and do not require overnight processing.

- **Easy to Use**

Functionality controlled by icons and drop down menu options.

- **Secure**

Users view data and run reports based on their access rights.